

Vacancy Notice

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376
REV(9/93)

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| Description of Position | TITLE OF POSITION: <u>Fiscal Management/Adm. Officer</u> | CLASSIFICATION CODE: <u>00644701</u> |
| | SALARY RANGE: <u>46634-52802 829A</u> | REFERENCE POSITION NO.: <u>To Be Determined</u> |
| | Department or Agency Name <u>Public Defender</u> | APPLICATION PERIOD: <u>August 23 - September 1, 2004</u> |
| | Division/Section/Unit _____ | |
| | Assignment(s) / Comments . _____ | |
| | Shift and Days: <u>Monday - Friday 1st Shift</u> | Job Location: <u>Providence, as needed</u> |
| | Restrictions/Limitations: <u>NONE</u> | |
| | Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u> _____ | |
| | Name of Bargaining Unit Union: <u>NON UNION</u> | |
| | There is ____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions | |
| General Information to Candidate | NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply. | |
| | INSTRUCTIONS: | |
| | A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. | |
| | Most Important - Please include the following information: | |
| | <ul style="list-style-type: none"> • The title of the position for which you are applying • Title of your present position and date you entered it • Date you entered State service | <ul style="list-style-type: none"> • Name of department where you are currently employed • Your business telephone number • Present Union Affiliations |
| | *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. | |
| | B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: | |
| | If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. | |
| | C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS | |
| | <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). | |
| Statement of Duties | DUTIES / RESPONSIBILITIES: SEE ATTACHED JOB DESCRIPTION | |
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| Minimum Education & | EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: or Experience: Such as may have been gained through: <u>Special Requirement:</u> SEE ATTACHED JOB DESCRIPTION | |
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| Where to | Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: JOHN J. HARDIMAN OFFICE OF THE PUBLIC DEFENDER 100 NORTH MAIN STREET PROVIDENCE, RI 02903 | Telephone #: <u>222-3492</u> Fax #: <u>222-3287</u> TTY/TDD #: _____ (Telecommunication Device for the Deaf) |



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

CLASS TITLE: Fiscal Management/Administrative Officer

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Serves as Agency's Personnel Director managing the payroll, personnel and fringe benefit programs. Participates in department's financial management and budgetary process. Responsible for the efficient and consistent operation of the various telecommunication systems in the six state-wide offices. Responsible for inventory, control, maintenance, repairs and ordering of furniture, equipment and supplies. Assists the Deputy Public Defender with operational issues from initial planning stages through execution. Assists the Executive Assistant with purchasing duties as needed. Special projects and other work as assigned.

SUPERVISION RECEIVED: Works under the general direction of the Public Defender and the Deputy Public Defender with latitude in decision making.

SUPERVISION EXERCISED: Supervises Confidential Secretary. Supervision of clerical staff in absence of the Executive Assistant.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Preparation and processing of Agency's personnel paperwork including but not limited to step increases, longevity increases, recruitment, new hires, promotions, terminations, retirements, etc. in a timely fashion and in accordance with state policies and procedures. Maintain all personnel records.

Maintain daily attendance records for processing computerized payroll each two-week period. Monitor and report attendance and leave information approve planned and unplanned absences.

Manage employee benefit programs. This involves keeping staff apprised of programs and changes, adding/terminating benefits during open enrollment periods, changing benefits at the request of employee(s), etc. In conjunction with Public Defender and Deputy Public Defender, sets Agency's personnel policies and procedures. This includes participation in the development and upkeep of a Departmental Policies and Procedures manual.

Liaison between Agency and Office of Personnel Administration keeping staff informed of policies, procedures, updates and changes.

Order, maintain and monitor office supplies and equipment for all branch offices.

Trouble shoot, maintain appropriate inventory, and order supplies for all branch office telephone systems.

Special projects as assigned by Public Defender.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge and understanding of office administration, policies and procedures including participation in decision making. A working knowledge of financial reporting and accounting practices. Writing and original composition skills are essential. The ability to train, supervise, and possess a thorough knowledge of job responsibilities, skills and capacities required of individuals for whom training and supervision is exercised, and the ability to manage and administer all issues of a nonlegal nature.

EDUCATION AND EXPERIENCE: Such as may have been gained through graduation from a four-year college with a B.A. or B.S. Degree in business practices and human services concentrations; equivalent experience in a similar position or any combination of the two.

**WOMEN AND MINORITY CANDIDATES ARE ENCOURAGED TO
APPLY**

**THE OFFICE OF THE PUBLIC DEFENDER IS AN
EQUAL OPPORTUNITY EMPLOYER**